

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Comptroller

DATE: 20 JUN 1956

FROM : Chief, Technical Accounting Staff

SUBJECT: Visit to Station

1. This station will be well staffed with finance employees under present arrangements for the assignment of two finance employees in addition to the Finance Officer. The office activity at relative to finance disbursements is very light and would not of itself necessitate three finance employees; however, because of the special currency acquisition functions performed under which it is necessary for two persons to make frequent trips to other locations, the third finance employee may be advisable.

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2. The review of current finance operations and procedures disclosed that the books, records, and supporting documents are well maintained. The records maintained are somewhat different from those prescribed in "Class A Accounting Procedure". Modifications have been made to facilitate the recording of the special currency acquisition transactions. Also the Finance Officer plans to provide additional columns in the station general journal to provide general ledger type control over the allotment subsidiary record.

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3. There was considerable question as to the intended classification of expenses by object classes. It is recommended that the descriptions of object classes be given complete review by TAS to develop a clear statement of expense classifications for use by field personnel.

4. It is recommended based upon observations at this station that the subsidiary record prescribed for advances (Form 33-74) be revised to provide debit, credit and balance columns for indigenous currencies as the form does not include space for showing the actual number of units of indigenous currency due from advances.

5. A question was raised as to whether field stations may be authorized to adjust block rates to the nearest third (or fourth) decimal where less than 5/100ths percent variation would be debited or credited to Exchange Equalization (obj. class 17.5), or, where acquisition rates are firm, to adopt a fixed rate for continued use provided not more than 5/100ths percent is applied to Exchange Equalization. Examples below illustrate this problem:

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Acting Compt. - 1039	RH	21 June 52
2			
3	Finance Dir	85B	6/22
4	Acting Comptroller		
5	Chief TAS	JH	6/26
6	Acting Compt		
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
3	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: 3-7 we have a copy of this and will be glad to work with TAS in implementing action on recommendation with respect to P 5, as result of inquiry from post some weeks ago, field advised that nominal adjustment may be made. This action taken in conjunction with TAS [] and revision of handbook is to recognize this policy.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
TAS, Office of [] [] []			6/26/52

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